

<b>The University of North Texas at Dallas Policy Manual</b>	Chapter 5.000
<b>5.009 Employment of Member of the Same Family</b>	<b>Human Resources</b>

**Policy Statement.** Personnel decisions at the University of North Texas at Dallas are made based on the qualifications and experience of the individual and, except as set out in this policy, being related to an employee of the University is not a consideration in these decisions. University employees may not be involved in the hiring or supervision of a relative, or in any personnel decision affecting a relative in any way.

**Application of Policy.** This policy applies to all applicants and employees.

**Definitions.**

1. Spouse. “Spouse” means a person in a legally recognized union of two individuals in a marital relationship, including a common law marriage as recognized by the law of the State of Texas.

2. Personnel Decisions. All actions that favorably or negatively affect the employment status or conditions of an applicant or employee, including hiring, supervision, compensation, promotion, and leave administration.

3. Relatives within the Second Degree of Affinity.

- |                            |                                 |
|----------------------------|---------------------------------|
| Spouse                     | Child’s spouse                  |
| Spouse’s child             | Parent’s spouse                 |
| Spouse’s parent            | Brother-in-law or Sister-in-law |
| Spouse’s brother or sister | Grandparent’s spouse            |
| Spouse’s grandparent       | Grandchild’s spouse             |
| Spouse’s grandchild        |                                 |

4. Relatives within the Third Degree of Consanguinity.

- |             |                                       |
|-------------|---------------------------------------|
| Parent      | Great-grandparent                     |
| Child       | Great-grandchild                      |
| Brother     | Aunt (sister of parent)               |
| Sister      | Uncle (brother of parent)             |
| Grandparent | Nephew (son of brother or sister)     |
| Grandchild  | Niece (daughter of brother or sister) |

## **Procedures and Responsibilities.**

### **1. Disclosure of Relationships.**

- 1.01 Individuals seeking employment must inform the University if they are related to a member of the UNT System Board of Regents, the Chancellor, the President, or any other University employee within the second degree of affinity or within the third degree of consanguinity when applying for employment.
- 1.02 Employees must inform the University when they are related to a person over whom they will have hiring, supervisory, advisory, or other personnel-related responsibilities, including serving on committees, within the second degree of affinity or within the third degree of consanguinity before assuming the responsibilities.

Responsible Party: Applicants; Employees

### **2. Employment of Relatives of the Board of Regents, the Chancellor, or the President.**

- 2.01. The University of Dallas shall not employ individuals related within the second degree of affinity or within the third degree of consanguinity to a member of the Board of Regents, the Chancellor, or the President. This does not prohibit employment of a personal attendant to the President if he or she is required to have a personal attendant due to physical infirmities.
- 2.02. An individual who is hired in violation of this section will be terminated from his or her position.

Responsible Party: Human Resources

### **3. Employment of Relatives within the University.**

- 3.01 An employee may not approve, recommend, or otherwise act with regard to the appointment, reappointment, hiring, promotion, salary, or supervision of any person related to the employee within the second degree of affinity or the third degree of consanguinity. This includes individuals hired as private contractors.
- 3.02 If an appointment, reappointment, or promotion places an employee under the supervision of a person related to the employee within the second degree of affinity or the third degree of consanguinity, all actions related to the terms and conditions of employment shall be the responsibility of the next highest administrative supervisor.

- 3.03 If an employee marries and as a result becomes supervised by or is supervisor of a person to whom he or she is now related within the second degree of affinity, all actions related to the terms and conditions of employment for the supervised employee shall be the responsibility of the next highest administrative supervisor.
- 3.04 Personnel actions taken in violation of this section are void and may result in disciplinary action against the individual taking the action.

Responsible Party: Human Resources

4. **Faculty Committees.**

- 4.01 A faculty member who serves on a committee whose purpose it is to recommend compensation, promotion, or tenure, or any other personnel action must recuse himself or herself from making any recommendation regarding an employee to whom he or she is related within the second degree of affinity or the third degree of consanguinity and shall not attempt to influence the decision of any other committee member.
- 4.02 Any recommendation made in violation of this policy will be void, as will any personnel decision based thereon if influenced by the recommendation. Actions taken in violation of this section may result in disciplinary action against the individual taking the action.

Responsible Party: Faculty Member

5. **Exceptions.**

- 5.01 Relationships shall not affect honorary positions or non-remunerative positions.
- 5.02 The President has the authority to grant exceptions to Section 3 of this policy.

Responsible Party: President

**References and Cross-references.**

Regents Rules 05.300, Nepotism

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